

**STANDING RULES FOR  
BONNIE BRANCH MIDDLE SCHOOL PTA  
Established 9/26/01  
Revised 2003-2004**

These standing rules are guidelines of practice and procedure for Bonnie Branch Middle School (BBMS) PTA members. They are presented here to define the internal operation of the organization. No standing rule is meant to conflict with our Bylaws. Our Bylaws supersede the standing rules and, if any standing rule is interpreted as contradicting any Bylaw, the language in the Bylaw will take precedence.

The PTA Executive Board, at any PTA business meeting, may amend or rescind the standing rules. If no prior notice of the change is given, a two-thirds (2/3) vote of the Executive Board members present, provided a quorum of ten (10) people are in attendance, is required. With previous notice about a standing rule change, a simple majority vote is all that is required. The standing rules will continue in force until temporarily suspended, amended, or rescinded.

**1. Executive Board**

- 1.1. Officers and Chairpersons are responsible for:
  - 1.1.1. Paying their PTA membership dues in a timely fashion.
  - 1.1.2. Completing all work required for the successful fulfillment of their duties/activities.
  - 1.1.3. Preparing, copying and distributing materials to be passed out at meetings or to students, parents, and staff.
  - 1.1.4. Checking the PTA mailboxes for activity-related mail or forms regularly.
  - 1.1.5. Recruiting any additional volunteer help.
  - 1.1.6. Providing reports to the Executive Board.
  - 1.1.7. Maintaining detailed records of activities, important dates, deadlines, contracts and finances for future reference. These records should be filed in a Procedure Book that should be returned at the end of the school year to the President.
  - 1.1.8. Refraining from representing their personal position on any issue as that of the PTA.

**2. Meetings**

- 2.1. There are three (3) General Membership meetings per year - one in the fall, one in the winter and one in the spring. These meetings require seven days prior notice. Only PTA members may vote at the General Meetings.
- 2.2. Executive Board Meetings take place at 7:00 PM every second Wednesday of the school months in the BBMS Media Center. Distributed at each Executive Board Meeting is an Agenda, Minutes of the previous meeting, and a Treasurer's report.
  - 2.2.1. Oral Reports at Board Meetings should provide information which might be:
    - 2.2.1.1. Relevant or of interest to others.
    - 2.2.1.2. On current status of activities.
    - 2.2.1.3. On dates and time frames for activities.
    - 2.2.1.4. On revenues and expenses.
  - 2.2.2. Any Officer or Chairperson unable to attend a meeting should submit a written report to the President and the Recording Secretary prior to the meeting.
  - 2.2.3. Written reports after completion of activity should:
    - 2.2.3.1. Provide information on work completed, including dates.
    - 2.2.3.2. Include a breakdown of sources and amounts of revenues and expenditures.
    - 2.2.3.3. Provide the approximate level of participation.
    - 2.2.3.4. Evaluate the interest in/success of the activity.

2.2.4. All reports will be filed in the Recording Secretary's notebook and attached to the Executive Board minutes for the meeting at which they were presented.

2.2.5. The Corresponding Secretary shall take minutes in the absence of the Recording Secretary.

### 2.3. Meeting Agenda

2.3.1. The PTA President will set and furnish the agenda for the Executive Board and General Membership meetings.

2.3.2. Anyone may schedule time on the agenda by contacting the President at least two days prior to a meeting.

### 2.4. Voting

2.4.1. Anyone who is a member of the BBMS PTA may attend monthly Executive Board meetings. Only Executive Board members may vote at Executive Board meetings.

2.4.2. All PTA members may vote at the General Meetings.

## 3. Conflicts of Interest

3.1. Persons serving on committees may not accept any benefits considered by any committees.

3.2. Members of the Executive Board shall not benefit from any financial decisions made by the Board.

## 4. PTA Activities

4.1. Any member of the PTA may propose new activities. Final approval of such PTA activities rests with the Executive Board.

4.2. If any activity requires funding not provided for in the current budget, a written request by the activity Chairperson should be made in writing to the Executive Board. The Executive Board may either approve the expenditure from existing funds or request transfer of funds at a General Membership meeting.

4.3. The Executive Board may drop activities for which no Chairperson can be found.

4.4. All PTA activities should be reviewed to ensure that PTA insurance will cover the activity; the PTA President and Treasurer are responsible for this review. The PTA umbrella policy will not pay for medical expenses resulting from an athletic/sports injury but will pay for the defense of the PTA against a covered negligence lawsuit. Therefore, parents need to be informed of this limited coverage if the PTA is sponsoring any type of event that is athletic in nature.

## 5. Fund Raising

5.1. There shall be a Ways and Means Committee consisting of at least three (3) PTA members. This Committee should meet in July/August to prepare a list of proposed fundraisers for the next school year that are consistent with the fiscal needs of the PTA. The Executive Board will then approve the selection of events. All companies considered for fundraisers should be on the Board of Education approved list.

### 5.2. Fund Raising Form

5.2.1. If an activity requires the collection of money, a Howard County Fund Raising Form must be partially completed in advance of the activity and fully completed immediately after the activity. Forms are available from the Fund Raising Chair or through the school office. The PTA submits the form to the school Principal who in turn submits it to the Central Office for approval.

5.2.2. The Ways and Means Committee Chair shall work in conjunction with the Treasurer to see that all necessary forms are completed and filed for fundraisers.

5.3. The BBMS PTA shall follow the “3 to 1” fundraising rule. (For every fundraising activity, there should be at least 3 non-fundraising projects aimed at helping parents or children or advocating for school improvements.)

## **6. Handling of Monies**

6.1. All financial matters will be done using the rules established in National PTA Money Matters and will follow applicable state and federal laws.

6.2. There shall be a Budget Committee composed of at least five (5) PTA members who shall be appointed by the incoming Executive Board. The Treasurer shall serve as the Committee Chair.

6.3. The Budget Committee shall submit the proposed budget for approval by the Executive Board. The proposed budget shall be presented for adoption by the General Membership at the first General Membership meeting of the school year.

6.4. The budget will be developed with categories at a minimum to include: Income, Direct School Support, PTA Programs/Committee expenses and Operating expenses.

6.5. The Executive Board may approve changes within budget categories. The amount of funds reallocated to "Other" expense line items in each category cannot exceed 10% of the category's total approved budgeted amount, or \$500, whichever is less. Changes between categories must be approved by the General Membership. The bylaw amendment (2002) reflects this style of budget operation.

6.6. The Executive Board has the authority to spend up to the approved Carryover Expense line item amount of the previous year's total budget between July first (the first day of the new fiscal year) and the first General Membership meeting of the school year, when the proposed budget is approved. The Treasurer will make a motion to the General Membership to ask for this spending authority at the last General Membership meeting of the school year. A detailed accounting of these expenditures will be made at the first General Membership meeting of the following school year.

6.7. The Treasurer shall report the results of the audit review of the previous fiscal year at the first General Membership meeting of the school year.

6.8. The latest reconciled bank statement (checking and savings) shall be reviewed and compared with the Treasurer's report at each monthly Executive Board meeting by another Board member.

6.9. Carryover of Funds:

6.9.1. Expenses will be budgeted within a fiscal year such that no more than 15% of the previous year's budget, and no greater than \$1,500, will be budgeted for carry over to the next fiscal year. The only exception will be to fund large expenditure items that may take more than one fiscal year to fund. In this case, funds may be carried over to the next fiscal year by a vote of two-thirds of the Executive Board.

6.9.2. Receipts for expenditures for a particular fiscal year must be turned in by the end of that fiscal year for payment to be considered.

6.10. Collection Revenue

6.10.1. Revenues collected should be hand delivered to the Treasurer as soon as possible for deposit.

6.10.2. A completed Receipt Form should accompany each transfer to the Treasurer. Receipt Forms are available in the PTA file cabinet. Note that ONLY the top portion of the form is to be completed.

6.11. Check requests

6.11.1. Complete a Disbursement Request Form (available in the PTA file cabinet) and attach all receipts. Note that if one wishes to retain a copy of the receipt, a photocopy should be made prior to submitting receipts to the Treasurer.

- 6.11.2. Submit the Disbursement Request Form and receipts to the PTA mailbox in an envelope clearly addressed to the Treasurer or hand deliver.
  - 6.11.3. Checks will be distributed at the monthly PTA Executive Board meetings. Arrangements must be made with the Treasurer for receipt of a check at any other time.
  - 6.11.4. All checks are required to have the signature of two Officers of the PTA. The Treasurer is required to maintain the bank signature card.
- 6.12. If the PTA does not share in the revenue of a sponsored activity, all revenue collections must go directly to the business.

## **7. Publications**

- 7.1. The school's bi-weekly newsletter is sent home on Thursday and notices should be submitted to the school secretary by Monday.
- 7.2. The PTA's monthly newsletter is sent home 4-6 times during the year. Requests for entries should be submitted to the Newsletter Chairperson.
- 7.3. Distribution of Materials
  - 7.3.1. For materials to be distributed at PTA Executive Board Meetings, 20-25 copies are generally sufficient. At a minimum, each attendee should receive a copy of the agenda, the budget report, and minutes of the previous meeting.
  - 7.3.2. All materials to be sent home with students or posted for students should be reviewed and approved by the President and the Principal before making copies.
  - 7.3.3. If possible, materials should be sent home on Thursday along with the school's take-homes. For special reasons, materials may be sent home on another day.
  - 7.3.4. BBMS secretaries will be provided copies of PTA distributions and other important information so they are aware of what is going on and they can handle phone inquiries at the school.
  - 7.3.5. The PTA shall maintain a distribution list for the school. Remember that all distributions for students should also be provided to the affected staff.

## **8. Procedures at School**

- 8.1. School Facilities
  - 8.1.1. If an activity requires use of the school outside of regular school hours, an Application and Permit Form must be completed in advance of the activity. Application and Permit Forms are available from the Assistant Principal who schedules the use of school facilities. Note that when the school is closed (*e.g.*, weekends and holidays) there is a fee charged for use of the building. These expenditures must be approved by the Executive Board
- 8.2. Supplies
  - 8.2.1. Committee Chairs with their own budgets may purchase their own supplies. Any unused supplies shall be returned to the PTA supply cabinet for use by others.
  - 8.2.2. The PTA should provide its own supplies as required.

## **9. Committees**

- 9.1. Committee Chairs are responsible for the duties described for Executive Board members in Section 1 of these Standing Rules.
- 9.2. Committees are created by the Executive Board and work at the sole discretion of the Executive Board. As such, Committees must be responsive to the requests of the Executive Board. In this capacity, Committees should:
  - 9.2.1. Present a written summary of their planned work for approval to the Executive Board.

- 9.2.2. Clear all communication from the Committee, such as newsletters, letters, memos, correspondence, email and public presentations, through the President prior to public release. Any representation that may be construed as coming from the PTA should be cleared through the President.
- 9.2.3. Clear all participation in hearings with the Executive Board.
- 9.2.4. Gain the approval of the President before entering into any contractual obligations. When signing a contract, the President is responsible for the agreement and should clearly identify that it is the PTA entering into the contract and not the President as an individual. It is preferable to require two signatures on a contract (the President's signature plus another Officer's) as only Officers are covered under the liability insurance.
- 9.2.5. Gain the approval of the Executive Board before committing to the expenditure of any funds. Should funds be required, submit the appropriate forms to the PTA Treasurer in advance of the activity. All receipts must be retained and submitted with requests for reimbursement. Under no circumstances should a Committee expend more funds than have been budgeted for an activity without prior approval of the Executive Board.
- 9.2.6. Gain the approval of the Executive Board before contacting any business as a member of the PTA and coordinate such visits with the Treasurer.
- 9.2.7. Provide written summaries of the Committee's work for newsletter publication.
- 9.3. Should it become necessary for a Chairperson to withdraw from participation in a Committee, it is the duty of that Chairperson to see to the orderly transition of information to their successor including ongoing activities, paperwork, and reports.
- 9.4. Should a Committee Chair be unable to attend to their duties, they should notify the PTA President as soon as possible. In cases where the Executive Board feels that a Chairperson cannot or will not fulfill the obligation of the position, the Executive Board may replace the Chairperson at any time. Should a Chairperson be replaced, they are obligated to relinquish material associated with the position to the PTA President.
- 9.5. The following standing Committees have been approved. Each Committee Chair is entitled to one vote at Executive Board meetings; if there are co-chairs for a Committee, the Committee Chair still only gets one vote. Committees have been combined in order for the Executive Board to have a quorum present to transact business.
  - 9.5.1. Cultural Arts (includes Reflections)
  - 9.5.2. Hospitality (includes Sponsor a Staff, Student Socials, American Education Week, and Staff Appreciation Week)
  - 9.5.3. Public Relations (includes Newsletter and Directory)
  - 9.5.4. Membership
  - 9.5.5. Family Involvement/Family Events)
  - 9.5.6. Science/Technology
  - 9.5.7. Recognition (includes Awards and Student Recognition )
  - 9.5.8. Volunteers
  - 9.5.9. Ways and Means (includes Grocery Receipts, Box Tops, Ink Cartridges, Fall Fundraiser, and Spirit Wear)
- 9.6. The following Representatives have been approved. They report to the Executive Board but do not have a vote, unless there is a bylaws change.
  - 9.6.1. Legislative
  - 9.6.2. Citizen Advisory Committee (CAC)
  - 9.6.3. School Improvement Team (SIT)

## **10. Bylaws**

- 10.1. The Bylaws shall be available for parents and teachers upon request.

- 10.2. Each Procedure Book should contain a current copy of the Bylaws and Standing Rules. The Nominating Committee shall have a copy of the Bylaws.
- 10.3. Officers and Committee Chairs should be familiar with the provisions in the Bylaws.

## **11. Communication**

- 11.1. The President shall approve all outgoing e-mail, fliers and materials that relate to the PTA prior to distribution. All photocopying is to be done using Print Shop or copy cards purchased by the Treasurer or other designated Executive Board member.
- 11.2. The Board shall use the HCPSS PONY system to send correspondence to other Howard County Public Schools, BOE, DOE, or PTACHC when practical in order to save money on postage.
- 11.3. U.S. Mail
  - 11.3.1. The President or Officers shall distribute incoming mail to the PTA mail file container located in the PTA volunteer room. The volunteer office is accessed through the front office.
  - 11.3.2. All documents (*e.g.*, bank statements, IRS forms) must be addressed to the school, not to a home address.